COBB COMMUNITY FOUNDATION
YOUR LEGACY STARTS NOW

Finance Director
Job Description

ORGANIZATION OVERVIEW

Cobb Community Foundation ("CCF" or "Foundation") is a grant-making public charity that builds and grows resources to enhance quality of life in Cobb County and beyond. CCF's mission is inspiring charitable giving, building resources for the future and connecting donors who care with causes that matter. Our vision is a community fully engaged in meeting needs now and into the future.

We work closely with individuals and businesses who have established charitable funds, non-profits who are serving our community, and other community stakeholders who, like us, are working to create a higher quality of life in Cobb.

POSITION OVERVIEW

The Finance Director maintains the financial integrity of the Foundation by ensuring the accurate and timely accounting of finances and investments and efficiency and efficacy of operations. The individual is a full participant in achieving Foundation objectives, with responsibility for all accounting functions, coordination of the management of our investments, and the execution and oversight of our operational processes and systems.

The Finance Director reports directly to the CEO. The accuracy, efficiency, team orientation and, most of all, the integrity of this individual are key to the Foundation's continued growth and positive impact in Cobb County.

RESPONSIBILITIES

Financial Management

- Oversee all accounting functions: process/review expenditures, payables and receivables, monthly fees and general ledger entries; review and monitor timely account and general ledger reconciliations and financial statement reporting. Manage cash requirements to ensure adequate funds to cover obligations. Manage payroll, employee benefits, accounts/grants payable, donations and other accounts receivable, fixed asset and depreciation schedule activities. Develop and maintain strong internal controls as well as risk management practices and insurance coverages.

- Plan for and manage the audit by an outside independent auditor, ensuring the preparation of schedules and information as required for a timely & efficient process. Ensure completion (by audit firm) of all financial reporting (i.e. Form 990, 1099's, IRS Form 8282, etc.) required by federal, state or local governmental entities in compliance with relevant regulations.

- Serve as the lead staff support to the Audit and Finance Committee by working with the CEO and Audit and Finance Committee Chair to set meeting agendas, create meeting packets with relevant information, and ensure that meeting minutes are taken.

Investment Management Coordination

- Implement the Foundation's investment and spending policies, asset allocation, and investment manager hiring and evaluation as defined by the Investment Committee and approved by the Board of Directors.

- Serve as the primary contact for and work closely with the Foundation's investment managers and custodians to assure adherence to the Foundation's investment policy guidelines. Manage the Foundation's Investment Partner Program, serving as a resource to CCF's Professional Advisor Network manager as necessary.

- Serve as the lead staff support to the Investment Committee by working with the CEO and Investment Committee Chair to set meeting agendas, create meeting packets with relevant information, and ensure that meeting minutes are taken.

Operations Management

- Manage relationship with all systems vendors to ensure on-going compliance with defined service standards, troubleshooting issues and seeking opportunities for improved efficiencies and enhanced capabilities.

- Lead systems and software searches, implementations and improvements/upgrades. Provide or coordinate training to staff as needed.

- Maintain a comprehensive Operations Manual and ensure compliance with National Standards for U.S. Community Foundations.

- Manage and maintain databases of accounts, individuals and organizations. Review and approve system-generated transactions and correspondence. Manage monthly and quarterly statement fund processes. Monitor generic CCF Team email, handling needs or engaging appropriate team member. Oversee office and office equipment maintenance.

This job description is intended to be general and will evolve over time and is subject to periodic updating. CCF fosters a team mentality, with team members providing assistance to one another and sharing or temporarily transitioning responsibilities as needed to ensure that community, fundholder, donor, management and board expectations are met or exceeded and that all team members are able to succeed.

QUALIFICATIONS

Required Experience and Education

- Minimum of a Bachelor's degree in Accounting, Finance or Business Administration with accounting concentration. Graduate degree a plus
- CPA **highly** preferred
- Minimum 5 years accounting experience
- Proficiency in GAAP and knowledge of FASB and IRS regulations/standards as they apply to nonprofit agencies
- Excellent computer skills, especially accounting related software, Word, Excel, Outlook and relational database programs and aptitude to learn new programs quickly. Experience with fund accounting systems (iPhi, FIMS, Foundant) a plus
- Experience in and knowledge of the nonprofit sector, foundations, and investment management a plus

Additional Skills Required For Success

- Excellent interpersonal skills, with a high level of confidentiality, discretion and professionalism
- Ability to work both independently and as a member of a team
- Extreme attention to detail

- Excellent time-management and organizational skills, including ability to plan, organize and prioritize workload
- Excellent problem-solving skills and the tenacity needed to achieve resolution
- Excellent verbal and written communication skills, including use of proper grammar both in speech and in writing

OTHER IMPORTANT INFORMATION

Position: Full-time exempt

Salary: $70,000 - $80,000

Location:
10th Floor
1100 Circle 75 Parkway
Atlanta, GA
(Co-located with Cobb Chamber)

Attire: Business casual

Hours:
8:30 a.m. – 5:00 p.m.
Deadlines, initiatives and events periodically require work outside of these hours.

Work Environment:
CCF has a small, close-knit staff, and we work in an open, professional environment. We respect one another and believe that all people deserve respect. We work very hard, and we help one another and the Foundation to succeed. We are honored and humbled to do the work we do to make our community even stronger.

Our Values:
The Cobb Community Foundation is committed to achieving our mission and vision by upholding and promoting the following guiding principles:

- Steward with Integrity – We are entrusted with financial resources and charitable wishes of our donors and fundholders, and hold ourselves accountable to be ethical, honest, and transparent in our actions.
- Commit to Excellence – We strive to provide the highest quality and value in everything we do.
- Lead with Compassion – We take action because we care deeply for our community and those we serve.
- Give with Purpose – We leverage data to enhance our understanding of the needs of our community and mobilize resources to meet those needs.
- Embrace Diversity – We embrace diversity, stand for equity, and encourage inclusion through our practices and daily interactions within our organization, community, and partnerships.
- Foster Collaboration – We work collaboratively with community stakeholders, empower others to build lasting partnerships, and embrace our shared responsibility to work toward productive solutions to strengthen our community.
- Adapt to Change – We are committed to evolve and grow to serve the changing needs of our community.

If you share these values, believe you would succeed at and enjoy the work described, have the education, experience and skills required, we hope you contact us. Please send your resume and cover letter to Shari Martin at Shari@cobbfoundation.org.

January 2022